

## **Justification of Non-Substantive Change**

### **Collection of Information for Planning and Executing National and Regional Veterans Day Observances**

**OMB 2900- 0921**

#### **Summary of Changes from the Previously Approved Collection**

- Update VA Forms 0918d, 0918e, 0918f, and 0918g with a consistent annual cut off date.
- Update VA Form 0918d with link to Regional Site evaluation criteria.
- Update remittance address on form 0918f.
- No changes to the burden hours.
- No changes to cost of collection.
- No other changes.

Since 1954, the U.S. Department of Veterans Affairs (VA) has overseen the National Veterans Day Observance at Arlington National Cemetery (ANC) to honor the men and women who have served and continue to serve in the U.S. Uniformed Services during war and peacetime. Hundreds of military Veterans from communities throughout America and leaders from across the federal government, including the President of the United States or his designee, participate in the National Veterans Day Observance at ANC each year. In addition, tens of thousands of others participate in VA-approved regional Veterans Day events.

There are no legal requirements for this collection; however, VA must gather information from Veterans Service Organizations (VSOs), state and local governments, and non-profit organizations to facilitate the successful execution of the National Veterans Day Observance and regional celebrations. The information is used by the National Veterans Outreach Office as part of the planning and execution of a national and regional Veterans Day observations. The collection requires the public to provide only the information necessary to support the planning efforts.

The Department of Veterans Affairs (VA) is submitting a request for non-material change to OMB Control Number 2900-0921 to update VA Forms 0918d, 0918e, 0918f, and 0918g with a consistent yearly deadline and an updated remittance address for Veterans Day National Committee dues. VA Form 0918d has also been updated to include a link (<https://department.va.gov/veterans-day/regional-sites>); the addition of this information will not increase the burden hours, as its inclusion is solely to provide clarification about the program selection criteria. These updates do not constitute a new collection of information as there is no material change in the data requested from the public.

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The collection does not constitute a reporting burden, as there are no documentation or record-keeping requirement from the public. We anticipate no change in the total number of responses (158), public burden hours (28) or total cost to all respondents (\$930).

#### Estimate of the hour burden and cost of the collection of information:

**Assumptions:** Employees responsible for completing the form will earn the average hourly U.S. wage as determined by the U.S. Department of Labor - [\\$33.03/hour](#)

Collection	Number of Respondents	Frequency of Response	Estimated Completion Time	Annual Burden Hours	Total Cost
Veterans Day Regional Site Application	50	One time	20 minutes	17 hours	\$550
Veterans Day National Committee Associate Member Application	10	One time	20 minutes	3 hours	\$110
Veterans Day National Committee Dues Payment Form	49	One time	5 minutes	4 hours	\$135
Invitation, Bench Seat Ticket, and Lapel Pin Request Form	49	One time	5 minutes	4 hours	\$135
TOTAL	158	One time		28 hours	\$930